NC Business Court eFile

Quick Reference Guide

✓ Account Access ✓ I am an attorney and have an active Business Court Case.	If you are an attorney and are associated with an active Business Court Case you should have received an email with instructions on activating your account in the new system. Users will need to update account information and set a new password to complete account setup. To avoid a disruption in service, account information should be updated before June 19. If you did not receive an email, contact the AOC Helpdesk at 919-890-2407 during normal business hours to speak to a Business Court Administrator.
✓ Account Access ✓ I am a Pro Se and have an active Business Court Case.	If you are Pro Se and are associated with an active Business Court Case you should request a new account in the system. You will be notified of approval. Once approved, log in and file a notice of association. You will then receive electronic notifications on the case. Note: Some Pro Se filers with active cases may receive an email for account activation. If that is the case, follow the instructions in the email. If you need assistance, contact the AOC Helpdesk at 919-890-2407 during normal business hours to speak to a Business Court Administrator.
✓ Account Access ✓ I am a Pro Hac and have an active Business Court Case,	If you are Pro Hac and are associated with an active Business Court Case you should request a new account in the system. You will be notified of approval. Once approved, log in and file a notice of association. You will then receive electronic notifications on the case. Note: Some Pro Hac filers with active cases may receive an email for account activation. If that is the case, follow the instructions in the email. If you need assistance, contact the AOC Helpdesk at 919-890-2407 during normal business hours to speak to a Business Court Administrator.
✓ Account Access ✓ I am a new filer to Business Court and need to request an account.	Request an account on the eFile page. Once approved, you can file a Notice of Appearance to build your party associations and receive NEFs. If you need assistance, contact the AOC Helpdesk at 919-890-2407 during normal business hours to speak to a Business Court Administrator.

✓ How do I make a filing?	Click the "Existing Cases" button on the "Home" page (or "Existing cases" from the "eFile" menu). This method - If you are already listed on a case the case will be listed below. Click on "eFile" to the case from the list. OR this method - Enter a case number Select a county from the "County" drop-down list. Once you have identified the case you are efiling to you follow the same pattern to Add a Document as you do in New Case OPTIONAL - Enter Client ID - only used by attorneys OPTIONAL - Select a "Document Category" this filters the list of documents to select from, no selection lists all documents in next category. OPTIONAL - Add specific document title information in the "Additional Text" field. Click the "Browse" button to search for a document to upload. Once you have located one and uploaded it, click "Add." It is now listed below. Repeat steps for any additional documents. Click "Next" to proceed to the "Review and Submit Filing" page.
✓ How do I make a filing that will add a party?	The filing of the below documents will initiate a web form option to add additional parties to the filing. • Notice of Appearance • Notice of Substitution of Counsel • Motion for Admission Pro Hac Vice • Motion to Intervene • Motion to Substitute Counsel • Motion – Other • Third-Party Complaint • Amended Complaint • Answer, Counterclaim, and Third-Party Complaint • Supplemental Pleading • Answer and Third-Party Complaint

✓ How do I check the status of my filing?	On the "Home" page click the "My Filings" button. Or select "My Filings" from the "eFile" menu. You can filter by: a. Start Date b. Date range c. Filing ID d. Case # e. Client ID # f. Status Enter you search criteria and click "Go." A list of your submissions list below. You can sort by ascending and descending order by clicking on each column heading. You can limit the number of filings displaying by selecting from the “Filings per page" drop-down. To view more detail about a filing status, click the status link. The "Filings Status (Detail)" page presents additional information not displaying on the "Filing Status" list. You can also view: a. Original documents submitted. b. Time stamped documents (if filing was approved and the status if "Filed"). c. A receipt. Click on any of the links to view the documents or receipt. Click "Back" to return to the "Filing Status" page. In order to delete an entry on this page you must first select it and then click the "Delete" button. a. The selection check box on the left allows you to select all records or deselect all records. Verify this is working.

	b. Any entry deleted from this list cannot be returned. If a filing was rejected, you will see to the right of the status link a "Resubmit" button. Click the "Rejected" link to view the details page that will display the reason for the rejection. Return to the "Filing Status" page by clicking "Back." Clicking the "Resubmit" button takes you to the "Add a Document" page where you can delete the document, add a new one, etc.

✓ How do I access case information?	The case history includes case information, parties, attorneys, documents on the case, reminders due date, and calendar events On the "Home" page click the "Existing Cases" button, or select "Existing Cases" from the "eFile" menu. You can also select "Cases" from the "Cases" menu. On the "Cases" page you can view the case history by: a. Entering a case number, selecting a county and clicking the "History" button. b. Clicking the "Case Number" on the list. The "Case History" page displays: a. Case Number b. Case Title c. Court type and location d. Status e. Case participants and counsel of record for each g. Documents on the docket (viewable by clicking the document links) You can also view a Service List by: a. Entering the case number, selecting the county, and clicking the "Service List" button. b. Clicking the "Service List" link for a case listed. The Service List displays similar information: case number, assigned judge, court, county, case title, and case participants a. Also lists those case participants who will be notified electronically. b. Also lists those case participants who must be notified by traditional methods. You can click on the "+" next to the case name to view the documents filed to this case. To view the documents click on the document link. To limit what is displayed by using the "Show Active," "Show Inactive," and "Show Both" radio buttons.

	a. "Show Active" will only display active cases. b. "Show "Inactive" will only display inactive cases. c. "Show Both" will display both active and inactive cases. You can make a case inactive by using the "Inactive" check box to the right of each case. a. With "show Active" selected, check “Inactive" for a few cases. Those cases will no longer display. b. Select "Show Inactive" and the cases you made inactive will now display. Deselect those cases and the list will be blank. c. Select "Show Active" and those cases will display. d. Select "Show Both" and select the "Inactive" check box. Both active and inactive cases will display. Notice that the inactive cases will have the checkmarks.
✓ Briefs should be filed separately.	Please file all Briefs separately under their specified document category.
✓ How do I submit a Proposed Order?	Select the “Proposed” category to present the “proposed” document types. Proposed Orders will be available for review by court staff.
✓ How do I file attachments to a lead document?	Select the “Attachment” document type from the document list. You will be presented with an option to associate the filing to a lead document.
✓ How do I receive Notifications?	Once you are associated with the case, you will automatically receive NEFs.
✓ How do I file under seal?	When filing the document, there is a user option to “seal” the document.